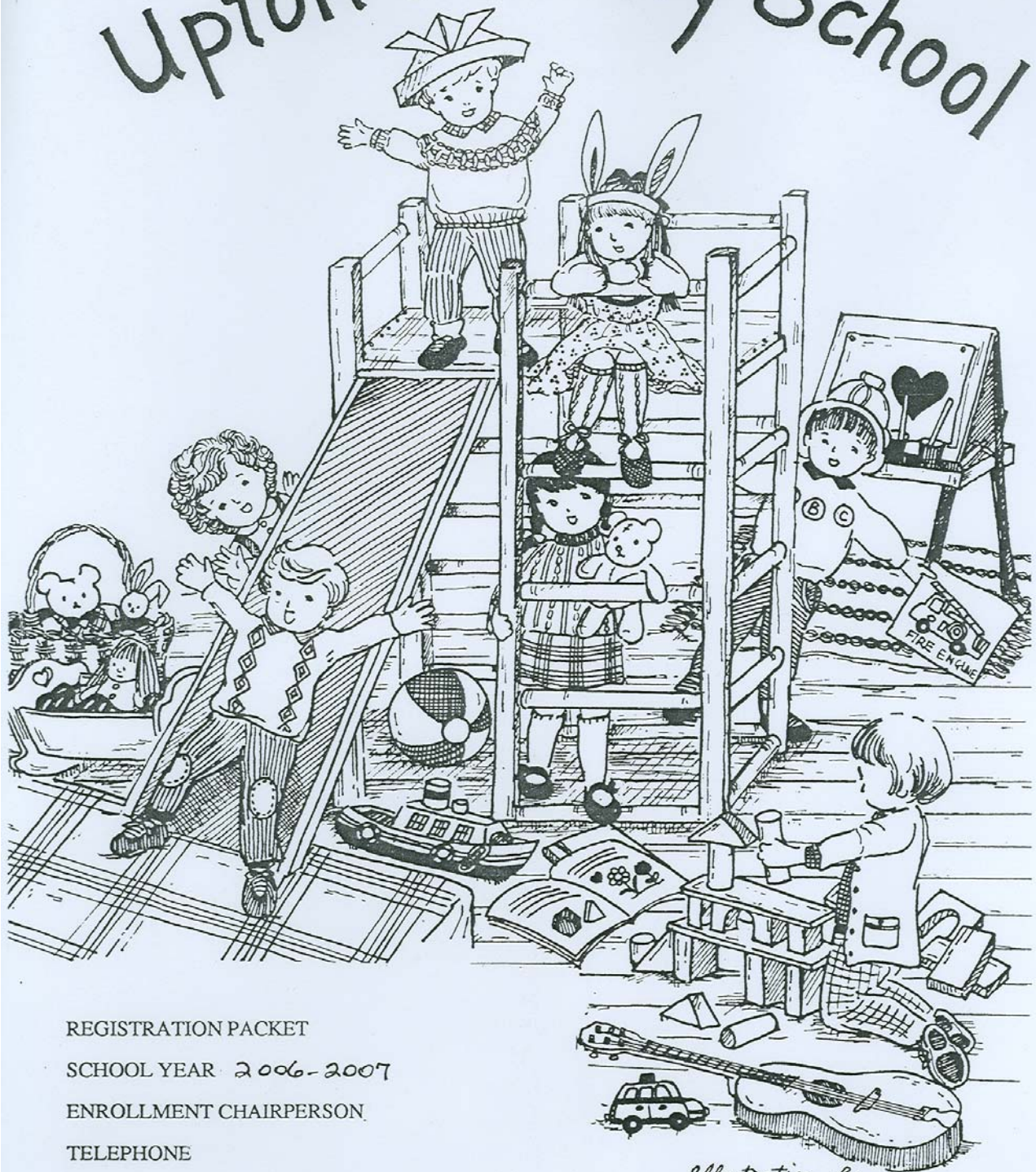


Upton Nursery School



REGISTRATION PACKET

SCHOOL YEAR 2006-2007

ENROLLMENT CHAIRPERSON

TELEPHONE

Illustration by
Madoka Miake

Upton Nursery School Registration Information

Upton Nursery School is a small cooperative nursery school that meets at BNL in the Recreation Building (#317) near the on-site apartments. The school is run by parents, who hire experienced, highly qualified, professional preschool teachers. The preschool program meets on Tuesday and Thursday mornings from 8:30am to 12:00 noon for all children who will be 2 ½, 3 and 4 years old by December 1st of the current school year. The curriculum includes the normal kindergarten readiness topics, with a focus on language and social skills, in a warm, fun pressure-free environment. We usually have children from many countries, and our children learn about many cultures, languages, and cuisines. Children who speak no English are welcome; the excellent teacher student ratio is especially helpful for them.

For information, please contact Christine Carter at ext. 5090 or send an email to ccarter@bnl.gov, or stop by the school at the Recreation Building (#317) near the beginning or end of a school day. We also have a web page at: <http://www.bnl.gov/nurseryschool/>

Registration, Fees and Tuition

To register, send to Upton Nursery School, P.O. Box 324, Upton, NY 11973:

1. Registration Form
2. Check or money order: \$25 non-refundable registration fee plus a refundable security deposit of \$130. Make your check payable to: Upton Nursery School

Please bring the following on the first day of school:

3. Emergency treatment form, 2 copies
4. Doctor's examination form, signed by your child's doctor, with immunization records
5. Proof of Age: birth certificate or passport

Tuition is currently \$130 per month for two days per week. The parents can vote to change tuition and number of days to meet, as needed.

You must give one month's (30 days) notice to withdraw your child from UNS or forfeit your security deposit. Holidays and absences do not change the tuition due. If school is canceled more than once due to snow, a make-up day will be scheduled. Students who enter or leave mid-year have their tuition prorated.

Parent Responsibilities

This is a cooperative preschool, run by parents. Parents clean and maintain the room and all equipment, raise all needed funds, serve on the administrative board and on committees and purchase supplies. Parents set up the classroom in fall and put it into storage in summer. Parents provide snacks, and a parent assists the teacher in the classroom every day. Depending on enrollment, each family has a turn to provide a helping parent (or grandparent, or other substitute acceptable to the teacher) about once a month. A schedule is issued by the beginning of the month for which days each family has responsibility; parents may switch days with other families, or pay \$25 extra for another family to take responsibility for their day.

GOALS OF THE UPTON NURSERY SCHOOL PROGRAM

1. Help children to comfortably achieve temporary separation from parents.
2. Help children discover and express their own, innate creativity.
3. Discover a warm and caring classroom environment.
4. Help children learn to interact with their peers and adults, other than their parents, cooperatively.
5. Give children an opportunity to use various materials and ideas for discovery.

The activities planned will help the child grow in cognitive, psychomotor, affective, conceptual and linguistic skills, all directed toward helping the child to delight in the joy of the learning adventure.

Just what does a developmentally appropriate preschool curriculum include?

SCIENCE

Making shadows and chasing them
Finding animals in the clouds
How flowers grow
How vegetables grow
Making dough

ARTS AND CRAFTS

Painting with brushes, fingers and sponges
Making holiday decorations
Sewing
Making collages

SOCIALIZING

Sharing
Playing out their thoughts with friends
Acting out ideas using puppets or play acting

NUTRITION

Making bread
What flour feels and smells like
Planting tomatoes to harvest at home
What goes into vegetable soup?
Giving Mom and Dad a taste of my cooking

LITERATURE

Discover stories
Laugh at stories
Make friend with Curious George, Little Bear and others
Opportunity to purchase quality books and discount prices

MUSIC AND DANCE

Strumming a guitar
Jingling bells
Jumping and moving with music
Listening to different sounds and voices

As you can imagine, with a curriculum as varied as this, the children will be exposed to many number and letter concepts, but these will not be taught formally. After all, we have to save some learning for the older child. Developmentally appropriate curriculum helps young children enjoy being young, while they look forward to growing older.

WHAT YOUR CHILD WILL DO DURING THE DAY:

CREATE...with dough, paints, crayons, markers, collage with various materials.
LISTEN...to stories, songs, and directions.
SHARE...ideas, feelings, toys and games.
PLAY...with blocks, puzzles, sand, water and friends, in and out of doors.
EXPLORE...colors, shapes, their environment.
COOK...or help prepare many nutritious snacks.
CARE... about him/herself and others.
GROW... in self-confidence, in their ability to relate to others, and in a love for learning.

HELPING PARENT DUTIES

Being a Helping Parent is enjoyable and a unique opportunity to see what your child's day is like. Try to arrive by 8:20 AM, so you can discuss with the teacher what the day's activities will be. The children are free to choose among the varied activities offered each day. Adults are there as mentors and to step in when difficulties arise. The primary social interaction should always be between the children themselves; adults are there to encourage independent, pro-social behavior. Children are encouraged to be creative, therefore we try to avoid making models for the children to copy. Parents are always in demand for reading books to the children, please feel free to do so. Always try to involve more than one child. Suggestions are always welcome, so if there is a project or activity that you would like to do, please discuss it with the teachers in advance, so they can plan for it.

Remember your child's behavior on this day may not be typical of how they act on other days. They may be extra clingy, while other times they seem not to notice you at all. This is normal behavior.

Parents are also there to do general clean-up throughout the day (washing paint brushes, stacking blocks, etc.). At the end of the school day, the helping parent is responsible for the cleanliness of the area. This shall include vacuuming the floor, assuring that the children's bathroom is clean and making sure the school is ready for use the next day. Remember, your child, as well as the other children, should have a clean environment to learn in. This is your responsibility.

The Helping Parent is also responsible for that day's snack. Snack time provides a multitude of ways for children to make positive social interaction. While you are the helping parent, your child will help with snack time; wiping and setting the table, carrying trays of food etc. If you have a question about a particular snack, ask a teacher. Here is a list of suggested snacks, but feel free to be creative and different.

PREFERRED SNACKS	DO NOT BRING
Fruit Juice or Milk (at least a gallon)	Soda
Assorted Cheeses	Cookies
Crackers	Nuts
Fresh or Dried Fruit	Raisins or Grapes
Raw Vegetables	Cakes
Peanut Butter	Candy
Bagels & Cream Cheese	Cupcakes
Jell-O	Potato Chips
Baked Muffins	

The School will provide all cups, napkins and plates. If you should bring something requiring utensils, such as sharp knives, please bring your own. If your child is having a Birthday, cupcakes, cakes and party type foods are acceptable snacks.

Upton Nursery School Registration Form

Upton Nursery School
P. O. Box 324
Upton, New York 11973

Child's birthdate _____

Child's full name: _____
Home address: _____

Home Telephone #: _____

Mother's name: _____

Father's name: _____

BNL Employee's Name: _____

BNL telephone: _____

BNL Department: _____

Building number: _____

Will your child attend the school for a full year (September to June)?

If not, what are the months your child will attend the school?

What should the teacher call your child?

What language do you speak at home?

Can the child speak English?

Child's favorite toys and interests:

Child's fears:

Child's words for needing to go to the toilet: (Note: child should be toilet trained)

Is there anything (any problems, etc.) that the teacher should know about?

Does the child have any allergies? To what?

Is there anything you could share with the class, such as games, pets, songs, telling about your country, singing, dancing, music, cooking, gymnastics, gardening, photography, table manners, flying kites, origami, using chopsticks, etc.?

Other children in family:

Name

Sex

Birthdate

PARENTS AGREEMENT

I understand that my responsibilities to the Upton Nursery School include:

1. To act as a teacher's assistant on my assigned day, approximately once a month, which includes:
 - a. Arriving at school at 8:20 and remaining until clean-up has been completed (around 12:00).
 - b. Assisting the teacher. Since it is important that helpers devote their full attention to the class, other children (siblings) are not permitted.
 - c. Providing a snack (see list of preferred snacks) for child's class on scheduled helping day.

OR

Because neither parent is able to participate as a teacher's assistant, I agree to pay the extra \$25 fee to defray the cost of hiring a substitute. I understand that I am still responsible for providing the snack for the child's class on a rotating basis.

I will need a substitute YES NO

If yes, the school will inform you of the procedure for getting a substitute.

2. To participate in at least one set-up/clean-up of the school each year. (set-up at the beginning of the school year, clean-up at the end of the school year)
3. To serve on the Executive Board or committees as called upon. The school is run by parents, therefore you are given the opportunity to be an active administrator in school affairs. These positions must be filled or there is no one to run the school.
4. To attend at least two scheduled general meetings of the school each year.
5. I understand that tuition is due on the first school day of each month. I further understand that the \$10.00 late fee for payments made after the tenth of the month will be taken out of my security deposit. If I am more than one month late on tuition, my child will not be allowed to attend school until the tuition is paid.
6. I will give 30 days notice of the intent to withdraw my child from school before the final date of attendance and I understand that failure to give such notice will result in the forfeiture of my security deposit.
7. I agree to participate, as needed, in all school fundraising activities, approximately 4 times a year. If I am unable to participate in a fundraising activity, a \$30.00 deduction will be made from my security deposit for each missed event.

PARENT'S SIGNATURE.

DATE

Cc: UNS, parent

MEMBER AGREEMENT FORM

The Upton Nursery School is a cooperative school, in which the parents of the children enrolled are needed to perform certain duties. These duties include:

1. Fulfilling helping parent obligation.
2. Attendance at general meetings.
3. Participation in at least one set-up/clean-up day.
4. Participation in any fundraising activities.
5. Serving on the executive board and various committees.

In order to ensure participation of the parents in school activities, the refundable portion of the registration deposit will be used as a security deposit. This portion is refundable at the end of the school year provided the parents have participated in the required school activities.

Deposit Deductions:

1. Missed clean-up \$30.00
2. Attended less than two general meetings \$10.00
3. Missed fundraising event \$30.00
4. No notice of withdrawal, entire deposit
5. Non-participation on board or committees, \$10.00

If a child is withdrawn early, and the school has been notified in writing one month prior to this, the deposit will be refunded.

I HAVE READ THE ABOVE AND AGREE TO THESE RESPONSIBILITIES

_____ Parent's Signature

_____ Date

cc:
school
parent

Emergency Treatment Consent Form

Child's name: _____

Mother's name: _____ Phone: _____

Father's name: _____ Phone: _____

Alternate Contact: _____ Phone: _____
(secretary, friend, cell phone/beeper):

Another Alternate Contact: _____ Phone: _____

Child's Doctor: _____ Phone: _____
Doctor's Address: _____

I, _____ parent of _____ give permission
for the teachers of the Upton Nursery School to seek emergency medical treatment for my child at a
hospital if I cannot be contacted for instructions.

Parent's Signature

Date

Please list any special conditions (allergies, etc.)

Please sign both forms and return to the school. It is probably a good idea (but not required) to have them notarized. To have something 'notarized', take it to the Credit Union at BNL (or to any "Notary Public") and tell someone at the desk that you need it 'notarized'.

Upton Nursery School Health Form

Name of Child:

Date of Birth:

Name of Doctor:

Doctor's Phone:

Doctor's Address:

1. Is this child healthy, and of normal height and weight?
2. List any congenital defect, handicap, or serious illnesses.
3. Are you confident that this child is free of tuberculosis?
4. Are there any physical reasons for restricting activities?
5. Do you find any evidence of chronic, contagious diseases, such as fungus infections?
6. Does this child have any allergies, especially food allergies?

Examining Physician-

Date

Please attach an immunization record or complete the schedule below. The following immunizations are required by NY State unless you have a religious objection to immunization. You can get these immunizations from your doctor, or for free at your local library one afternoon each month. The school has to report to the state in October, and all of our students need to be immunized before then.

DTAP, DTaP, DT, or Td	vaccine type	date
1.		
2.		
3.		
4.		
Hib		
1.		
2.		
3.		
4.		
Polio:		
MMR (Measels/Mumps/Rubella)		
1.		
2.		
Hepatitis B		
Varicella (Chickenpox)		
Tuberculosis tine test		

Field Trip Permission

_____ has my permission to go on field trips off the BNL site during this year. I understand that my child is covered under the insurance held by the Upton Nursery School on these off site trips.

_____ I require notice of field trips.

_____ Parent's signature

_____ Date

Upton Nursery School Parent Tasks

President Time: 2-4 hours/month

Gets insurance (Workmen's Comp, Disability, Commercial Liability)
(copy insurance application from previous year)
Makes sure teachers and taxes are paid and other jobs are done.
Arranges for substitute teachers when necessary, occasionally on short notice.
(Substitutes may be preschool parents or qualified others, and can be paid or unpaid.)
Makes decisions, resolves disputes, does whatever is needed.
Cancels school on snow days
Sets dates for parent meetings and board meetings.
Talks to BNL people about whatever the school needs:
reserves rooms and tables for meetings and fundraisers,
requests space in the Lab Bulletin for announcements,
begs for money.

Secretary Time: 1-3 hours/month

Sends out notices (usually by email)
Keeps minutes of meetings and e-mails them to everybody
Checks mailboxes and gives bills and financial statements to treasurer
Keeps in close contact with president, and covers for her when needed

Treasurer (can be two people, one for taxes) Time: 2-3 hours/month

1. Pays teachers, pays bills, reconciles bank statements, keeps president informed about how much money we have.
2. Pays payroll taxes.

Registrar Time: 4 hours before October 15, 1 hour/month thereafter

Organizes the enrollment drive.
Posts information about the school throughout the Lab and submit a letter to the housing office over the summer for any newcomers.
Makes copies of the information Q&A packet for the lobby of the Rec. Building.
Distributes Registration packet to anyone requesting them and follows up.
Acts as primary contact to newcomers.
Keeps an accurate list of currently enrolled students and other important information such as name, birthdate, phone number, email address, and especially emergency contact numbers.
Distributes this list to teachers and board members.
By October: collects student's Health Forms and immunization records and sends a checklist to the state by October 15th. Collects doctor's excuses, religious objection notes, or appointment slips from anybody who isn't caught up.

Fundraising 1-3 hours/month

Comes up with ideas (bake sales are the default), asks the secretary to arrange for a table at the cafeteria. Notify President to inform parents and teachers.

Equipment maintenance 1-2 hours/month

Keeps everything safe -- ask teachers what needs to be done

Equipment cleaning 1-2 hours/month

Keeps everything clean -- ask teachers what needs to be done

Advertising 1 hour/month

Comes up with flyers for the new employee packets, small blurbs for the BNL bulletin, an article for the BNL bulletin every spring, posters for the cafeteria, etc., occasionally

Most of these things can be copied or adapted from previous years.

Supplies 1 hour/month

Purchases whatever the teachers need. If you buy supplies at Island Art, you have the school billed directly. If you buy them at another store, you need to give receipts to the treasurer for reimbursement. In September, watch for sales on watercolors, tempera paints, tape, glue, glue sticks, glitter and glitter glue.